Section 13.9 PARAMS MENU
Financial Data
R★STARS Coding Block Inquiry

Purpose	This section provides the procedures for a user to inquire on coding block data applicable to the Relational Standard Accounting and Reporting System (R★Stars) and Financial Administration Control System (FACS).
Window Name	R★STARS Coding Block Inquiry
Reminders	1. The R★STARS Coding Block Inquiry window is accessed through the Params, Financial Data, Q - R★STARS Coding Block Inquiry items on the menu bar.
	2. The R★STARS Coding Block Inquiry window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select button clicked, the data is displayed in the Selection/Detail List. The data displayed in the Selection/Detail List varies depending on the Profile Type selected. The Detail button is only activated when detail is available. The user may then highlight the data and click on the Detail button. The following Profile Types provide detail data:
	■ Project Control Program ■ PCA ■ Grant Control ■ Index ■ Appropriation ■ RTI
	Continued

R★STARS Coding Block Inquiry

Reminders
(Continued)

3. The following is a description of the Profile Types:

- **Agency Code 1, 2, and 3** - Agency codes may be inferred from either Index or PCA Codes or may be entered separately. These codes are agency defined and may be used for any coding purpose.

- **Appropriated Fund** - The Appropriated Fund is inferred from the Index or PCA Code.

- **Appropriation** - The Appropriation Number is inferred from the Index Code**.** The Appropriation Number defines the level of organization, program and object control for each appropriation. This standard classification is referenced by a five digit Appropriation Number which can be associated to or looked up by an Index Code or Program Cost Account (PCA). An Appropriation Number is a line item in the General Appropriations Act and other legislation.

- **FACS Agency** - The Financial Administration Control System (FACS) Agency Index is assigned. This code is used to identify distinct departments and agencies.

- **Function** - The Function Code is inferred from the PCA Code. This code provides the ability to record and categorize expenditures by type or operational activity.

- **Fund** - The Fund Code is inferred from the Index Code. This is the lowest level in the hierarchy for fund reporting purposes. The Fund also includes indicators that enable agencies to choose the level of fund at which appropriations, agency budgets and cash control are recorded. The Fund infers the GAAP Sub-fund and two State funds (Appropriated Fund and State Fund).

- **Grant** - The Grant Code is inferred from the Index Code. The Grant identifies the Agency Grant Program Code used in the accounting process.

- **Grant Control** - The Grant Control Code allows a user to identify accounts where grants apply in R★STARS. The Grant Control Profile maintains a variety of information for each individual Grant Phase.

R★STARS Coding Block Inquiry

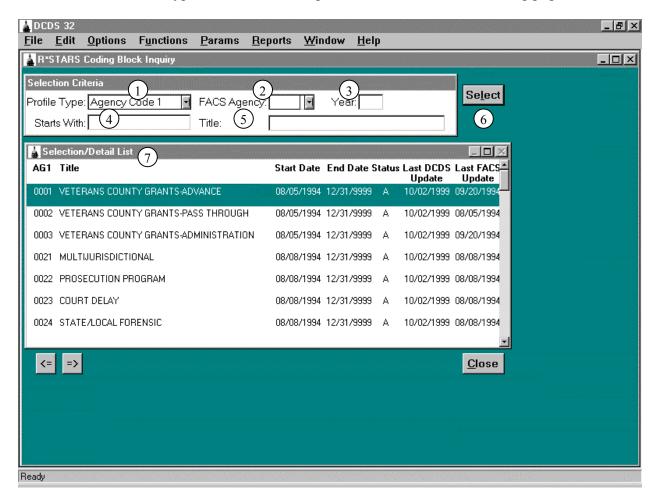|	
Reminders *(Continued)*	**4.** *Continued*

4. *Continued*

- ■ **Index** - Infers the organizational structure and defines the agency budget organization level for accounting purposes.

- ■ **Multipurpose Code** - The Multipurpose Code is inferred from the Index Code. This code is an agency defined field which can be used for any coding purpose.

- ■ **Organization** - The Organization code is inferred from the Index Code. This code is used to uniquely define each organization unit within an agency. The structure of the Organization Code enables users to establish levels for internal reporting and budgeting purposes. This code can also be used to address agency specific reporting needs.

- ■ **PCA** - The Program Cost Account (PCA) Code is inferred from the Index Code and identifies the agency budget level used in the accounting process.

- ■ **Program** - The Program Code identifies activities that occur in an agency. This code is related to an agency's goals and objectives.

- ■ **Project Control** - The Project Control Code identifies projects and interagency agreements in R★STARS. The Project Control Profile maintains a variety of information for each Project, Project Phase or Agency Code 2.

- ■ **RTI** - The Recurring Transaction Index (RTI) indicates the recurring transactions that are generated in R★STARS.

- ■ **Sub-grantee** - The Sub-grantee code identifies the sub-contractor or sub-recipient of 'pass-thru' grants. The Sub-grantee may be another State agency or institution of higher education or other entities that are not within the State entity.

References   *No specific references*

R★STARS Coding Block Inquiry

The following window is displayed when <u>P</u>arams, <u>F</u>inancial Data, <u>Q</u> - R★STARS Coding Block Inquiry is selected from the Menu bar. The data displayed in the Selection/Detail List window varies with the Profile Type selection. The steps are described on the following page.

DCDS Input Procedures
R★STARS Coding Block Inquiry (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Profile Type*	Select the appropriate Profile Type from the dropdown list.
2	FACS Agy	Select the appropriate Financial Administration and Control System (FACS) code from the dropdown list or enter the FACS code, if applicable.
3	Year	Enter the applicable Fiscal Year.
4	Starts With	Enter the numeric code of a Profile Type, if applicable, to narrow the data to be displayed. If there is no entry in this field, ALL of the applicable data will be displayed for the selected Profile Type.
5	Title	Enter the title of a Profile Type (FACS Agency, Index, etc.).
6	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window
7	Selection List	All data selected is displayed in the Selection List window. However, detail data is not available on every Profile Type. If detail is available, the Detail button is activated when the Select button is clicked. Highlight and click the Detail button to view the detail.

*indicates a required field that must be entered.

R★STARS Coding Block Inquiry (Selection List/Detail)

The following information is displayed:

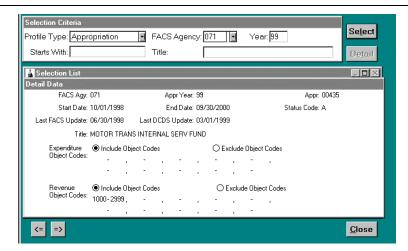| Field Name	Description
The following displays for ALL Profile Types	
Profile Type	The Profile Type selected is displayed in the first column.
The following displays for the Agency Code 1, 2 & 3 Profile Type	
Title	The title of the selected Profile Type.
Start Date	The date the Profile Type became effective.
End Date	The date the Profile Type will no longer be effective.
Status	A code which indicates if the selected Profile Type is active (A) or inactive (I).
Last DCDS Update	The last date of a DCDS update.
Last FACS Update	The last date of a Financial Administration Control System (FACS) update.
The following displays for the Appropriated Fund Profile Type	
Title	The title of the selected Profile Type.
Last FACS Update	The last date of a Financial Administration Control System (FACS) update.
Last DCDS Update	The last date of a DCDS update.

R★STARS Coding Block Inquiry (Selection List/Detail)

The following displays for the Appropriation Profile Type	
Title	The title of the selected Profile Type.
Start Date	The date the Profile Type became effective.
End Date	The date the Profile Type will no longer be effective.
Status Code	A code which indicates if the selected Profile Type is active (A) or inactive (I).
The following displays for the Appropriation Detail Window	
The following displays for the FACS Agency Profile Type	
Title	The title of the selected Profile Type.
Start Date	The date the Profile Type became effective.
End Date	The date the Profile Type will no longer be effective.
Status	A code which indicates if the selected Profile Type is active (A) or inactive (I).
Last DCDS Update	The last date of a DCDS update.
Last FACS Update	The last date of a Financial Administration Control System (FACS) update.

R★STARS Coding Block Inquiry (Selection List/Detail)

The following displays for the Function Profile Type	
Title	The title of the selected Profile Type.
Last DCDS Update	The last date of a DCDS update.
Last FACS Update	The last date of a Financial Administration Control System (FACS) update.
The following displays for the Fund Profile Type	
Title	The title of the selected Profile Type.
Start Date	The date the Profile Type became effective.
End Date	The date the Profile Type will no longer be effective.
Status	A code which indicates if the selected Profile Type is active (A) or inactive (I).
Last DCDS Update	The last date of a DCDS update.
Last FACS Update	The last date of a Financial Administration Control System (FACS) update.

R★STARS Coding Block Inquiry (Selection List/Detail)

The following displays for the Grant Profile Type	
Last DCDS Update	The last date of a DCDS update.
Last FACS Update	The last date of a Financial Administration Control System (FACS) update.
The following displays for the Grant Control Profile Type	
Phase	The applicable Phase Code.
AG1	The applicable Agency 1 Code
Title	The title of the selected Profile Type.
Start Date	The date the Profile Type became effective.
End Date	The date the Profile Type will no longer be effective.
Status	A code which indicates if the selected Profile Type is active (A) or inactive (I).
The following displays for the Grant Control Detail Window	

R★STARS Coding Block Inquiry (Selection List/Detail)

The following displays for the Index Profile Type	
Title	The title of the selected Profile Type.
Start Date	The date the Profile Type became effective.
End Date	The date the Profile Type will no longer be effective.
Status	A code which indicates if the selected Profile Type is active (A) or inactive (I).
The following displays for the Index Detail Window	

The following displays for the Multipurpose Profile Type	
Title	The title of the selected Profile Type.
Start Date	The date the Profile Type became effective.
End Date	The date the Profile Type will no longer be effective.
Status	A code which indicates if the selected Profile Type is active (A) or inactive (I).
Modified User ID/Modified Date	The User ID of the last person who made modifications and the date modifications were made.

R★STARS Coding Block Inquiry (Selection List/Detail)

The following displays for the Organization Profile Type	
Title	The title of the selected Profile Type.
Last FACS Update	The last date of a Financial Administration Control System (FACS) update.
Last DCDS Update	The last date of a DCDS update.
The following displays for the PCA Profile Type	
Title	The title of the selected Profile Type.
Start Date	The date the Profile Type became effective.
End Date	The date the Profile Type will no longer be effective.
Status	A code which indicates if the selected Profile Type is active (A) or inactive (I).
The following displays for the PCA Detail Window	

R★STARS Coding Block Inquiry (Selection List/Detail)

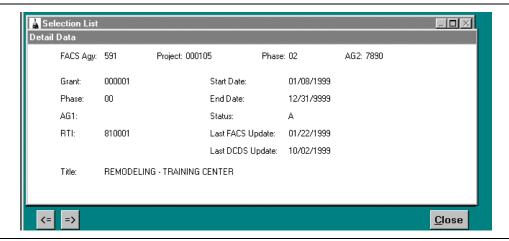| *The following displays for the Program Profile Type*	
Title	The title of the selected Profile Type.
Last FACS Update	The last date of a Financial Administration Control System (FACS) update.
Last DCDS Update	The last date of a DCDS update.
The following displays for the Project Profile Type	
Title	The title of the selected Profile Type.
Last FACS Update	The last date of a Financial Administration Control System (FACS) update.
Last DCDS Update	The last date of a DCDS update.

R★STARS Coding Block Inquiry (Selection List/Detail)

The following displays for the Project Control Profile Type	
Title	The title of the selected Profile Type.
Phase	The applicable Phase Code.
AG2	The applicable Agency 2 Code
Title	The title of the selected Profile Type.
Start Date	The date the Profile Type became effective.
End Date	The date the Profile Type will no longer be effective.
Status	A code which indicates if the selected Profile Type is active (A) or inactive (I).

The following displays for the Project Control Detail Window

The following displays for the RTI Profile Type	
Title	The title of the selected Profile Type.
Trans #	The Recurring Transaction Index transaction number
RTI Type	The Recurring Transaction Index type.
Start Date	The date the Profile Type became effective.
End Date	The date the Profile Type will no longer be effective.

R★STARS Coding Block Inquiry (Selection List/Detail)

The following displays for the RTI Detail window (sample not available)	
RTI	The Recurring Transaction Index.
RTI Type	The Recurring Transaction Index type.
Trans No	The Recurring Transaction Index transaction number.
Comp/Agy Object	The Comptroller Object is the lowest level in the object structure for system wide accounting purposes. Agency Object is an additional code available for agencies to use for accounting and reporting purposes.
Percent Allocated	The percent of revenue to be allocated.
The following displays for the Sub-grantee Profile Type	
Title	The title of the selected Profile Type.
Last FACS Update	The last date of a Financial Administration Control System (FACS) update.
Last DCDS Update	The last date of a DCDS update.